

City of Redmond, Washington
Purchasing Division, M/S: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

RFQ 10602-17/DKK
Request for Qualifications

Architectural Services for Redmond's Community Centers

The City of Redmond is seeking Statements of Qualification from licensed design professionals interested in providing architectural services to assist the City in planning for a series of community and recreational centers that will meet the demands of our community. We are seeking out-of-the-box alternatives in urban settings, with flexible spaces in which we can grow and adapt to changing programs over time. The innovative architecture team will have an affinity for working with the community to achieve their goals with sustainable solutions.

About Redmond

The City of Redmond, Washington is a suburb of Seattle and hub for residential and employment growth due to its strong technology business sector. Redmond has two urban growth centers in Downtown and Overlake Village, which are expected to grow significantly in the next 20 years. Today, Redmond has about 61,000 residents and 85,000 jobs and by 2030, it is expected to have 78,000 residents and 119,000 jobs. This growth has been exponential and the City's collection of four recreational facilities need renovations and additions to meet current and future demand.

Project Background

The City's four centers for recreation and community engagement include the Redmond Pool (built 1974), Redmond Senior Center (built 1990), Old Firehouse Teen Center (built 1952), and the former Redmond Campus of Lake Washington Institute of Technology (built 2004). The City has been studying options for repairing, replacing, and/or expanding our centers in earnest since 2008, but none of the proposals presented to Council by 2015 were accepted. In 2016, City Council requested the development of a community stakeholder group and public engagement process to understand the values and priorities of the community as they relate to the current community centers and the future of recreation in Redmond.

The goal of this community engagement campaign was to hear from as many community members as possible that reflect the diversity of Redmond, various user groups of the existing community centers, and non-users. The stakeholder group summarized the data gathered from more than 3,600 community members into a series of recommendations. The highlights of these recommendations include:



- **Urgency:** Within five years, provide community center(s) to meet Redmond's most urgent needs.
- **Spaces:** Meet Redmond's needs for priority spaces, including:
 - Aquatics and fitness.
 - Flexible spaces for cultural arts and events.
 - Flexible community spaces for meetings, classes, and gatherings.
- **Partnerships:** Explore a variety of partnership models.
- **Location:** Locate future community center(s) in Downtown and the Marymoor subarea of Southeast Redmond, both of which will be served by light rail targeted to begin in 2024.
- **Funding:** Develop a funding package that leverages funding from a variety of sources, such as city funds, grants, private contributions, partnerships, and a possible property tax increase.
- **Community Engagement:** Continue strong communications about progress and engage the community in interim decisions throughout the process.

The City Council adopted a resolution that confirmed their commitment to implement the recommendations of the stakeholder group. The stakeholder group continues to meet and is developing alternatives for each type of recreational need – aquatics, fitness, cultural arts and events, and meeting/classroom space. The alternatives will then be placed into packages, and each package will have a scenario for addressing all of the needs.

Project Description

The City of Redmond Parks and Recreation Department requests Statements of Qualification (SOQ's) from qualified consultants to provide the following services:

- Analyze feasibility of sites selected and proposed packages developed by the stakeholder group and provide recommendations and potential alternatives to the proposals. Some alternatives may include:
 - Expanding existing buildings, one of which is historically significant.
 - Constructing a new building in a mixed use zone of the city and taking advantage of the zoning and land value by partnering with others.
- Further develop the building programs.
- Create preliminary plans, conceptual drawings, building pro forma, and capital cost estimates.

The consultant will finalize the development of up to three packages of alternatives for Redmond's Community Centers with up to five buildings in each alternative. Each scenario may include renovation projects on existing facilities as well as new facilities. The City is seeking teams that:

- Collaborate positively with stakeholder groups.
- Provide innovative solutions that incorporate partners (i.e. shared space).
- Design urban civic buildings, such as integrating civic services into mixed use buildings.



Scope of Work

The project scope includes the following:

- Review of past facility design study efforts and recommendations including those found on <http://www.redmondscommunitycenters.com/project-documents.html> and incorporation of findings from the Facilities Strategic Plan (available in 1Q18).
- Evaluate and provide feedback on the stakeholder group's proposed alternatives.
- Develop building programs and cost estimates for renovation and expansion of existing buildings and revised maintenance and operational costs.
- Prepare conceptual designs/renderings for three packages of projects to be vetted with the community.

The project will be guided by an interdepartmental team of City professional staff and will include input from the stakeholder group, the City's Parks and Trail Commission, City Council, and the public at community meetings conducted by City staff.

Proposed Timeline

The following table outlines the anticipated schedule for this process:

Item	Date
RFQ Announced	December 4, 2017
Statements of Qualification Due	January 8, 2018
Evaluate and Select Firms to Interview	January 19, 2018
Interviews	January 29-Feb 2, 2018
Select Most Qualified Team	February 9, 2018
Contract Negotiations	February 12-23, 2018
Council Approval	March 6, 2018
First Stakeholder Meeting	March 14 or April 18, 2018
Main Task Order Timeframe	April through September 2018

Submittal Due Date/Time

3:00PM (local time) on Monday, January 8, 2018. The City of Redmond must receive Statements of Qualification no later than said date and time. Submissions received after such time will be returned unopened.

In keeping with the City's environmental sustainability efforts, please email one (1) copy of your proposal (not to exceed 20MB) to: Debbie Keranova, Senior Purchasing Agent at dkeranova@redmond.gov and Carolyn Hope, Park Planning & Cultural Arts Manager at cjhope@redmond.gov.



Alternatively, proposals may be hand-delivered or mailed. If these options are used, please deliver two (2) hard copies and one (1) electronic copy via jump drive to the following:

Hand-Delivery:

Redmond City Hall
Purchasing Division, MS: 3NFN
15670 NE 85th Street
Redmond, WA 98052
(Drop off on 2nd floor at the Customer Service Desk)

U.S. Mail:

City of Redmond
Purchasing Division, MS: 3NFN
PO Box 97010
Redmond, WA 98073-9710

It is the respondent's responsibility to ensure that any mailed responses are received by Purchasing on time. Please place solicitation/RFQ number on delivery envelope.

Submittal Requirements & Format

All costs for developing responses to this RFQ are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent(s). Submittals cannot be withdrawn after the published close date.

Responses must include all information requested and meet all specifications and requirements outlined in this RFQ. A committee will evaluate the submissions. During the evaluation process, the committee and the City of Redmond reserve the right to request additional information or clarification from firms responding to this RFQ.

The SOQ should include the following components:

1. **Project Understanding** – Explain your understanding of the project, components and challenges.
2. **Project Approach** – Based on your understanding of the project, explain how your team will develop a project-specific approach that will provide the best outcomes for the City, its residents and businesses.
3. **Team Description** – Provide an organization chart or similar explanation of team members' roles and responsibilities; provide a summary of each firm on the team including the office locations, number of staff and area of expertise. Describe the unique qualities of the team as it relates to the project.



4. **Project Team** – Identify project manager and team members, explaining their roles and responsibilities, strengths and relevant experience. Include brief resume for each team member and confirmation of staff availability.
5. **Relevant Project Experience and References** – Explain your team's experience as it relates to:
 - Planning and design of urban civic buildings such as recreation centers, aquatics centers, and cultural arts and events space, including siting and cost estimating for capital and operations.
 - Positive experience working with stakeholder groups and/or the public.

Provide three examples of similar projects that demonstrate your team's expertise, including project name and location, project description, whether the project was on schedule and within budget, and references for each project (name and contact information).

6. **Ability to Perform Scope of Work** – Demonstrate the ability of your team to perform within a specific timeframe and budget.
7. **Example of Work** – Please provide a copy of a recent product produced that is relevant to this project. This can be shared electronically or in hard copy. This does not count toward the submittal page limit.
8. **Copies** – Please email one (1) copy of your proposal. Alternatively, you may hand-deliver or mail two (2) copies of your proposal along with one (1) electronic copy via jump drive. Submittals should be on double-sided pages, consisting of no more than ten (10) total pages of content. One page is equivalent to one side of an 8.5"x11" (letter size) sheet of paper. Staff resumes and work samples do not apply against total page count.
9. **Business Name** – Proposals must be in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate the place and date of incorporation.
10. **Business License** – Provide a statement to the effect that you understand and agree to obtain a City of Redmond business license as a requirement for performing these services. A City business license application can be found at: <http://redmond.gov/business/businessLicensing/>. The selected firm, and each of its sub-consultant firms in cases where a team is formed, will be required to obtain a Redmond business license prior to performing any work for the City and to maintain the license throughout the project's life. If your place of business is not located within the City limits, but you or your agents will be physically coming into the City to conduct business, call on clients, or provide services, you will need a Redmond business license.
11. **Valid Time Period** – Provide a statement indicating the number of calendar days the proposal shall be valid (the City's minimum number of days is 60).

Selection and Award

All interested parties are requested to provide a response containing all required elements herein to the City of



Redmond by the deadline given. A selection committee will review and evaluate all submittals based on the criteria listed below with the intention of selecting a firm from all SOQ's received. If the selection committee so chooses, firms may be invited for an interview to supplement their submission. The selection committee will rely on the content of the proposals submitted in the selection of finalists and, therefore, respondents must emphasize specific information identified as pertinent to the project (listed in the above Submittal Requirements & Format section) and include all requested information. The City has the option not to award a contract at the end of this process.

Evaluation Criteria	Weight
Project Approach	25
Relevant Project Experience	25
Ability to Meet Schedule	25
Team Qualifications	25
TOTAL	100

Terms of the agreement are outlined in this RFQ and include the following solicitation documents:

- RFQ 10602-17/DKK
- Attachment A, Consulting Services Agreement
- Attachment B, City of Redmond Standard Terms and Conditions

The City of Redmond reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond and respondents to this request have no appeal rights or procedures guaranteed to them.

Contracting Notice

Upon selection of a consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement which shall be used to secure these services. A copy of this document is attached, as Attachment A, and shall be incorporated into this RFQ by this reference and will be the governing document. No substitute terms, conditions or amendments to these terms will be allowed and may deem such a response as non-responsive.

Insurance

The selected firm(s) must have insurance as outlined in the Consulting Services Agreement (Attachment A).

Terms and Conditions

Any forthcoming contract will be in accordance with City of Redmond Standard Terms and Conditions (Attachment B) and the requirements of this solicitation. No change or deviation from the terms set forth in this document is permitted without the prior approval of the City.



Public Disclosure Notice

All materials provided by the respondent are subject to State of Washington and applicable County (e.g. King County) public disclosure laws. Any information contained in the proposal that the respondent desires to claim as proprietary or confidential and exempt from disclosure must be clearly designated, including identifying the page and particular exception(s) from disclosure. The City will try to respect all material identified by the respondent as being proprietary or confidential but requests that respondent be highly selective of what they mark as confidential. The City will make a decision predicated upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary. Marking the entire proposal as proprietary or confidential, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the confidential information.

Questions/Inquiries

Please direct any questions concerning this Request for Qualifications or the City's requirements to the City agent(s) listed below. No other City official or employee is empowered to speak for the City with respect to this request. Any information obtained from any other source shall not be binding and may disqualify your response.

RFQ Content:

Debbie Keranova
Sr. Purchasing Agent
Email: dkeranova@redmond.gov
Tel: 425-556-2159

MS: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

Technical Contact:

Carolyn Hope
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